ALCOHOLIC BEVERAGES DIVISION
State of Iowa

eLAPS
Licensing and Permitting System

Iowa ABD eLAPS
Dramshop Carrier Quick Reference Guide (QRG)
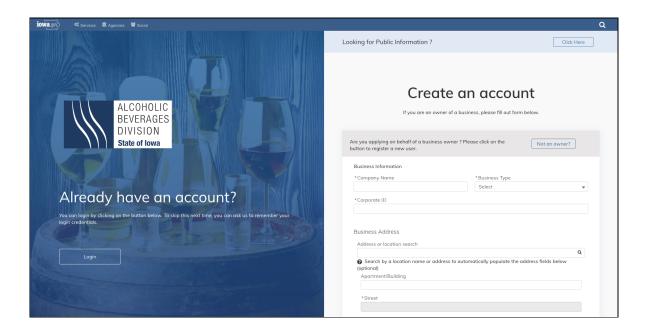
Table of Contents

Introduction

ABD's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Dramshop Carriers verify and endorse the applications for further processing to Local Authorities and the Iowa ABD Staff.

This Quick Reference Guide (QRG) describes the actions and resources available to Dramshop Carriers.

Logging in

Dramshop Carriers should have accounts automatically set up for them.

If they are not registered, they can click 'Not an Owner' (on top of the Registration form) and fill out a ticket for their credentials or contact ABD directly. They cannot register as a user in the portal without contacting ABD or creating a ticket.

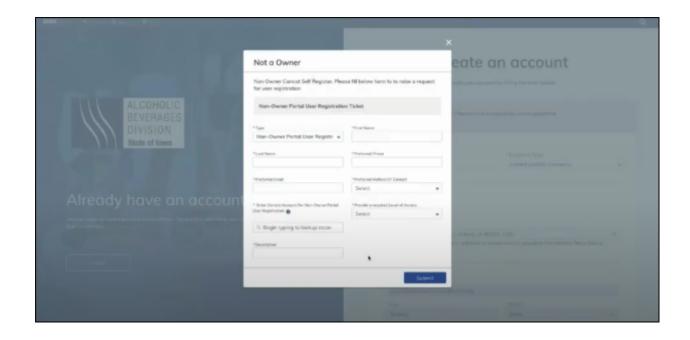'Not An Owner' option on top of the form (magnified below).

Dramshop Carriers need to submit a ticket to request an account.
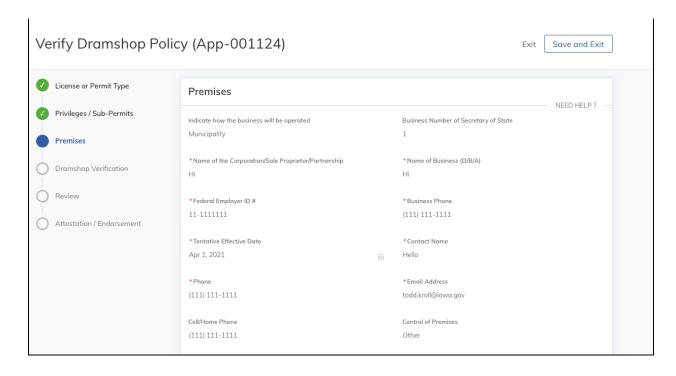
Dramshop Policy Verification

As a Dramshop Carrier, you'll need to complete a few steps for Applications to be processed further.

Step 1: You'll need to review the Premises details first.

Verify Dramshop Policy (App-001124)   Exit   Save and Exit

- ✓ License or Permit Type
- ✓ Privileges / Sub-Permits
- **Premises**
- ○ Dramshop Verification
- ○ Review
- ○ Attestation / Endorsement

Premises

NEED HELP ?

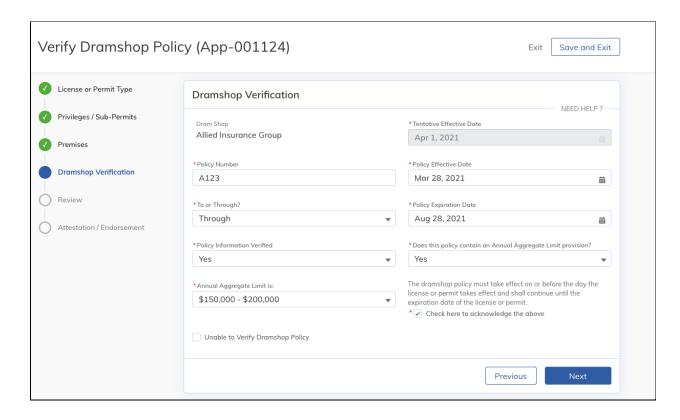|	
Indicate how the business will be operated	Business Number of Secretary of State
Municipality	1
*Name of the Corporation/Sole Proprietor/Partnership	*Name of Business (D/B/A)
Hi	Hi
*Federal Employer ID #	*Business Phone
11-1111111	(111) 111-1111
*Tentative Effective Date	*Contact Name
Apr 1, 2021	Hello
*Phone	*Email Address
(111) 111-1111	todd.kroll@iowa.gov
Cell/Home Phone	Control of Premises
(111) 111-1111	Other

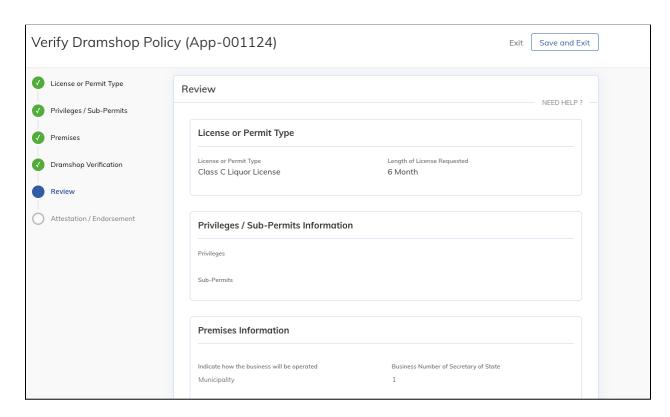Scroll down and click **Next** to proceed.

Step 2: Fill in the Dramshop Policy details. Ensure the Policy dates provided begin on or before the effective date of the Application and shall continue until the expiration date of the license or permit. Click **Next** to proceed.

Verify Dramshop Policy (App-001124)   Exit | Save and Exit |

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

● **Dramshop Verification**

○ Review

○ Attestation / Endorsement

Dramshop Verification

NEED HELP ?

Dram Shop
Allied Insurance Group

*Policy Number
A123

*To or Through?
Through ▼

*Policy Information Verified
Yes ▼

*Annual Aggregate Limit is:
$150,000 - $200,000 ▼

☐ Unable to Verify Dramshop Policy

*Tentative Effective Date
Apr 1, 2021

*Policy Effective Date
Mar 28, 2021

*Policy Expiration Date
Aug 28, 2021

*Does this policy contain an Annual Aggregate Limit provision?
Yes ▼

The dramshop policy must take effect on or before the day the license or permit takes effect and shall continue until the expiration date of the license or permit.

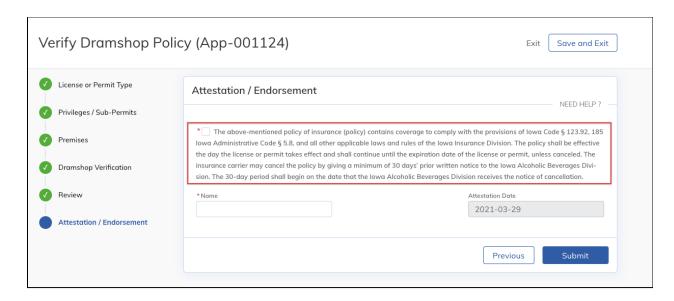*☑ Check here to acknowledge the above

| Previous | **Next** |

Step 3: Review the details you had access to in the previous steps. Make updates, if needed. Scroll down and click on **Next** to proceed.

Verify Dramshop Policy (App-001124)   Exit | Save and Exit |

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

✓ Dramshop Verification

● **Review**

○ Attestation / Endorsement

Review

NEED HELP ?

License or Permit Type

License or Permit Type
Class C Liquor License

Length of License Requested
6 Month

Privileges / Sub-Permits Information

Privileges

Sub-Permits

Premises Information

Indicate how the business will be operated
Municipality

Business Number of Secretary of State
1

Step 4: The last step is to Attest/Endorse the details you have just verified and entered. You'll need to attest that the policy contains coverage to comply with all applicable provisions. Click on **Submit**.

You will be shown a Success message and a 'Back to Dashboard' hyperlink (on your top left) just above the message.
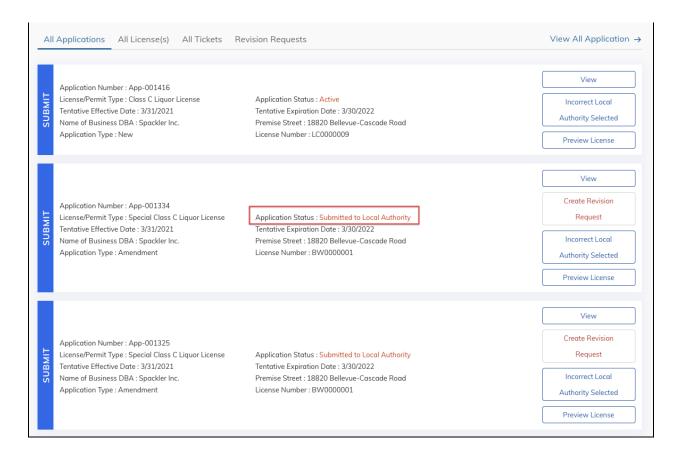
Dashboard

From the dashboard, the Dramshop Carrier can perform more Actions depending on Application stage/status.

Application Status

Application status will change to 'Submitted to Local Authority' after the Policy verification is complete.
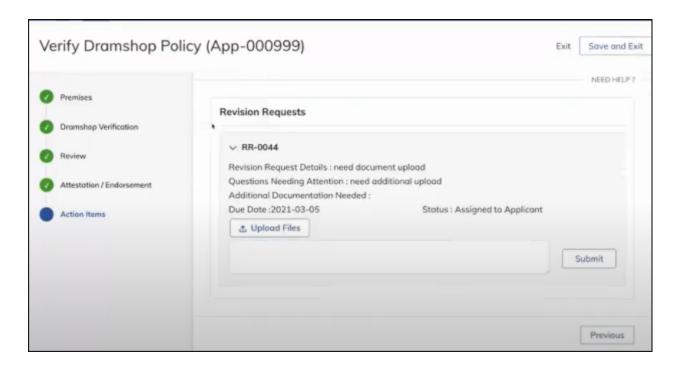
Review Application

If ABD staff/Local Authority submits a review request, then the 'View Revision' button will be visible against an Application, and the status will update to 'Dramshop Action Required'.

Click on 'View Revision' to complete the process on the next page.
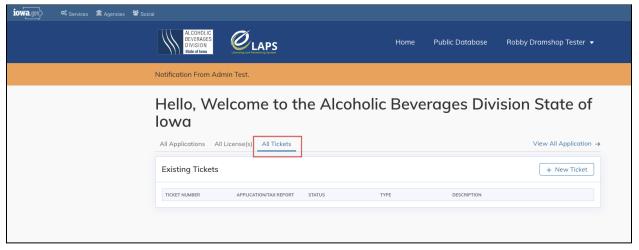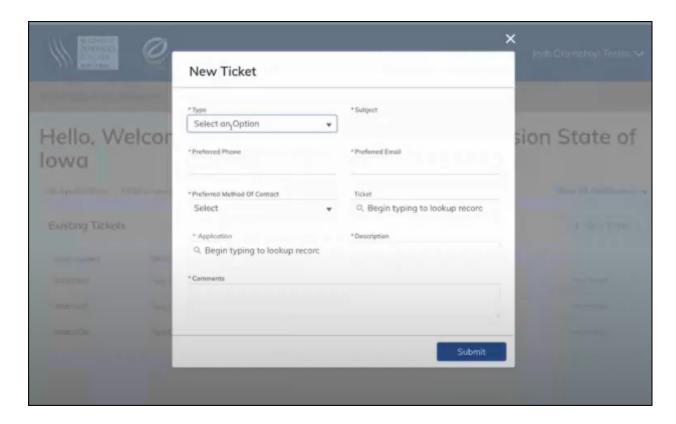
My Tickets

A Ticket can be submitted by clicking on the 'All Tickets' tab.

Click on the '+ New Ticket' on the next page. Fill in the details in the pop up form and click on Submit.

This concludes the Dramshop Carrier QRG.